

Activity: **9.1**
Perform Installation Activities

Responsibility: Project Team

Description: The installation process involves loading, copying, or migrating the software and data, if required, to the production platform and the provision of operating documentation and other support materials at each site. The installation of firmware, hardware, and telecommunications equipment may also be involved.

If a current system exists, implement system and data conversion in accordance with the procedures described in the Conversion Plan. Each data and file conversion should include a confirmation of data and file integrity. Determine what the output in the new software product should be compared with the current system, and assure that the data and files are synchronized.

At each installation site, inspect the facility to assure that site preparation is complete and in accordance with the Installation Plan. Initiate any actions that are needed to complete the preparations. Conduct an inventory of all vendor provided hardware, software, firmware, and telecommunications equipment in accordance with the Acquisition Plan.

Follow the procedure specified in the Installation Plan when installing the software, hardware, and other equipment. Monitor all installation activities including those performed by vendors.

Procedure: Use the following procedure to perform the installation activities.

- Coordinate the installation with the system owner, users, operations staff, and other affected organizations.
- Ensure that any necessary modifications to the physical installation environment are completed.
- Inventory and test the hardware that will support the software product. This inventory should be performed in advance of the planned installation date to allow time for missing hardware to be obtained and malfunctioning equipment to be replaced or repaired.
- If the software product requires an initial data load or data conversion, install and execute the tested programs to perform this process.
- Install the software product onto the hardware platform.